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| **Portfolio** | Communities and Justice | |
| **Department** | Department of Communities and Justice | |
| **Division/Branch/Unit** | Homes NSW / Portfolio Strategy and Origination / Housing Portfolio | |
| **Location** | Parramatta | |
| **Classification/Grade/Band** | Clerk Grade 3/4 | |
| **Role Number** | TBC | |
| **ANZSCO Code** | 132411 | |
| **PCAT Code** | 2119192 | |
| **Date of Approval** | 30 July 2024 | **Ref:** HPPSO006 |
| **Agency Website** | www.dcj.nsw.gov.au | |

***Please see job notes and/or advertisement for more information on specific role qualification requirements and relevant experience.***

# Homes NSW overview

The NSW Government is determined to make NSW a place where everyone has access to safe and secure housing, and where experiences of homelessness are rare, brief and non-recurring.

Homes NSW is a division of the Department of Communities and Justice. It brings together the housing and homelessness functions of the Department of Communities and Justice, the NSW Land and Housing Corporation, Aboriginal Housing Office and key worker housing functions from across government all under one roof.

Homes NSW leads work to deliver more social and affordable housing, end the cycle of homelessness, and deliver quality public housing to our 262,000 tenants across NSW.

As a single division, we are streamlining services to ensure we meet the needs of the people we support, with empathy, efficiency and effectiveness. We are elevating the voice of people with lived experience of social housing, housing services and homelessness.

We strive for excellence in service delivery and partner with all levels of government, sector and communities to address the housing crisis.

Most importantly, Homes NSW puts people at the heart – including our staff. Working for us means you are joining a division where your expertise and skills will be valued.

# Primary purpose of the role

The Assistant Planning Officer will assist in providing strategic and statutory planning advice, review the impact of Government planning policies and housing policy initiatives on Homes NSW property portfolio, assist to manage consultants as required and assist in undertaking planning approvals for Housing Portfolio.

The role is required to work in a small team to achieve milestones and team deliverables and work across Housing Portfolio and with external stakeholders (including other Government agencies) to achieve the outcomes of the team.

# Key accountabilities

* Assist in providing accurate and timely technical planning advice to internal and external stakeholders, housing providers, contractors, and consultants.
* Assist in preparing and/or reviewing planning assessment reports and packages to ensure they comply with planning legislative requirements, planning policies and Housing Portfolio requirements.
* Assist in the completion of planning and technical study reviews, assist in providing advice and planning solutions.
* Assist in providing advice and recommendations on the appropriateness of different approaches to managing planning risks across projects. This includes identifying planning risks and environmental impacts and compliance matters to ensure projects are delivered in line with expected Housing Portfolio objectives.
* Build and maintain effective working relationships with stakeholders (internal and external) and assist in providing planning outcomes to ensure the effective and efficient delivery of projects to meet briefs, timelines, and expectations in line with Government planning policies.

# Key challenges

* Prioritising competing internal and external work demands given the diverse range of issues encountered simultaneously to be resolved within defined timeframes.
* Ensure own practices, systems, and processes are fit for purpose and in line with current legislative, policy and professional standards and those procedures reflect best practice planning for LAHC.
* Providing quality and timely planning information and analysis to enable input into development projects which have tight deadlines and short timeframes.

# Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Manager/ Team Leader | * Receive instructions and manage priorities, needs and expectations. * Assist in preparing accurate information and prepare submissions, briefs, reports, reviews, and responses. * Escalate new, emerging, or complex issues. * Raise key project risks. * Participate in meetings and contribute ideas |
| Homes NSW Divisions - Delivery, Shared Services, Legal, Property Management, Policy and Innovation, Commercial and other internal Homes NSW stakeholders | * Consult, collaborate, obtain feedback, and manage projects. * Assist in providing specialist planning advice, solutions, options, recommendations, evaluations and analysis/commentary on planning strategies, briefs, plans, Ministerial, processes, issues management, outcomes, and requirements. |
| **External** |  |
| State and Local Government Agencies, private and not for profit sectors and community stakeholders External consultants/ service providers | * Establish and maintain effective relationships and communication networks. * Establish networks to collaborate on emerging and common issues. * Assist in preparing briefs and project plans. * Assist in reviewing consultants work to ensure quality work is produced. * Provide support and assistance with tender processes as required. * Share with the team lessons learned for continuous improvement purposes. |

# Role dimensions

## Decision making

* Works with and receives advice and guidance from the Team Leader and other staff but is responsible for setting own work priorities to ensure delivery of timely and high-quality planning and portfolio services across Housing Portfolio to achieve project deliverables in the agreed work program.
* Is required to comply within applicable legislative and Department compliance and assessment policy and framework, procedures and administrative frameworks and requirements.
* Assists in the formulation of recommendations and decisions for the statutory and strategic planning teams.

## Reporting line

## The role reports to the Team Leader, Planning.

## Direct reports

Nil

## Budget/Expenditure

Nil

# Key knowledge and experience

* Knowledge of relevant environmental and planning legislation and processes.

# Essential requirements

* Currently undertaking or recently completed tertiary qualifications in urban/regional planning or related discipline.
* Current valid NSW driver’s license

Appointments are subject to reference checks. Some roles may also require the following checks/ clearances:

* National Criminal History Record Check in accordance with the Disability Inclusion Act 2014
* Working with Children Check clearance in accordance with the Child Protection (Working with Children) Act 2012

# Capabilities for the role

The [NSW public sector capability framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-capability-framework) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into **focus capabilities** and **complementary capabilities**.

## Focus capabilities

*Focus capabilities* are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

| FOCUS CAPABILITIES | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Capability group/sets** | **Capability name** | | |  | **Behavioural indicators** | | **Level** | |
| Personal Attributes logo | **Act with Integrity**  Be ethical and professional, and uphold and promote the public sector values | | * Behave in an honest, ethical and professional way * Build understanding of ethical behaviour * Follow legislation, policies, guidelines and codes of conduct that apply to your role and organisation * Speak out against misconduct and illegal and inappropriate behaviour * Report apparent conflicts of interest | | | | Foundational |
| Personal Attributes logo | **Manage Self**  Show drive and motivation, an ability to self-reflect and a commitment to learning | | * Be willing to develop and apply new skills * Show commitment to completing assigned work activities * Look for opportunities to learn and develop * Reflect on feedback from colleagues and stakeholders | | | | Foundational |
| Relationships logo | **Communicate Effectively**  Communicate clearly, actively listen to others, and respond with understanding and respect | * Focus on key points and speak in plain English * Clearly explain and present ideas and arguments * Listen to others to gain an understanding and ask appropriate, respectful questions * Promote the use of inclusive language and assist others to adjust where necessary * Monitor own and others’ non-verbal cues and adapt where necessary * Write and prepare material that is well structured and easy to follow * Communicate routine technical information clearly | | | | Intermediate | |
| Relationships logo | **Work Collaboratively**  Collaborate with others and value their contribution | * Build a supportive and cooperative team environment * Share information and learning across teams * Acknowledge outcomes that were achieved by effective collaboration * Engage other teams and units to share information and jointly solve issues and problems * Support others in challenging situations * Use collaboration tools, including digital technologies, to work with others | | | | Intermediate | |
| Results logo | **Deliver Results**  Achieve results through the efficient use of resources and a commitment to quality outcomes | * Seek clarification when unsure of work tasks * Complete own work tasks under guidance within set budgets, timeframes and standards * Take the initiative to progress own work * Identify resources needed to complete allocated work tasks | | | | Foundational | |
| Results logo | **Plan and Prioritise**  Plan to achieve priority outcomes and respond flexibly to changing circumstances | * Plan and coordinate allocated activities * Re-prioritise own work activities on a regular basis to achieve set goals * Contribute to the development of team work plans and goal setting * Understand team objectives and how own work relates to achieving these | | | | Foundational | |
| Results logo | **Think and Solve Problems**  Think, analyse and consider the broader context to develop practical solutions | * Ask questions to explore and understand issues and problems * Find and check information needed to complete own work tasks * Identify and inform supervisor of issues that may have an impact on completing tasks * Escalate more complex issues and problems when these are identified * Share ideas about ways to improve work tasks and solve problems * Consider user needs when contributing to solutions and improvements | | | | Foundational | |
| Business Enablers logo | **Project Management**  Understand and apply effective planning, coordination and control methods | * Understand project goals, steps to be undertaken and expected outcomes * Plan and deliver tasks in line with agreed project milestones and timeframes * Check progress against agreed milestones and timeframes, and seek help to overcome barriers * Participate in planning and provide feedback on progress and potential improvements to project processes | | | | Foundational | |

# Complementary capabilities

*Complementary capabilities* are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as ‘not essential’ for this role is not relevant for recruitment purposes however may be relevant for future career development.

| COMPLEMENTARY CAPABILITIES | | | |
| --- | --- | --- | --- |
| **Capability Group/Sets** | **Capability Name** | **Description** | **Level** |
| Personal Attributes logo |  |  |  |
| Display Resilience and Courage | Be open and honest, prepared to express your views, and willing to accept and commit to change | Foundational |
| Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Intermediate |
| Relationships logo |  |  |  |
| Commit to Customer Service | Provide customer-focused services in line with public sector and organisational objectives | Foundational |
| Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Foundational |
| Results logo |  |  |  |
| Demonstrate Accountability | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Foundational |
| Business Enablers logo |  |  |  |
| Finance | Understand and apply financial processes to achieve value for money and minimise financial risk | Foundational |
| Technology | Understand and use available technologies to maximise efficiencies and effectiveness | Foundational |
| Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Foundational |